

Move Bid Request and Specification

Request for Proposal And Moving Specification

The City/County invites you to submit proposals to provide all labor, material, services, vehicles, permits, licenses, and equipment necessary for the relocation of INSERT OWNER NAME. This establishment is being displaced by the INSERT PROJECT NAME Project. General information relating to this relocation is outlined in this document. Additional specific information will be provided during the walk-through.

The owner of items to be relocated for the purpose of this specification is:

INSERT NAME OF BUSINESS
INSERT NAME OF CONTACT
INSERT FULL ADDRESS

Displacement Location	Replacement Location
INSERT DISPLACEMENT FULL ADDRESS	INSERT REPLACEMENT LOCATION

The City/County is asking for your bid (not to exceed estimate) to move the establishment as detailed in this request for proposal.

The city/county most important objective is to insure a smooth and, to the greatest extent possible, disruption-free relocation for the Owner. The city/county is looking for well-documented moving bids. The successful bid may not necessarily be the lowest bid received.

The proposal will be used to determine the maximum amount the agency will pay or reimburse the Owner for their move. The Owner may directly contract with the successful bidder, mover of their choice, or they may elect to perform the move using their own forces. The city/county will notify the Owner of the name and amount of the successful bidder. Movers who submit bids shall be entitled to receive reimbursement of reasonable costs incurred in preparing bid, upon receipt of invoice.

The Mover is expected to insure that all phases of the move are properly coordinated. This will require that the Mover work closely with the Owner to insure that the move is organized and planned properly as to create the least amount of disruption possible.

Site Description

INSERT DISPLACED BUSINESS NAME has been in operation at the displacement location since INSERT DATE BUSINESS STARTED AT LOCATION. INSERT BRIEF HISTORY OF BUSINESS BEING DISPLACED. INSERT THE CONTACT FOR THE BUSINESS. The displacement site is located in approximately INSERT BUILDING SQ FT square foot building located at between and in .

The following is a detailed list of those personal property items located in the building at the displacement site.

(Suggestion – divide building into areas i.e. Section A, Section B, and list the personal property to be moved in each area. This will also help the movers to determine where Section A items will be moved at the replacement site.)

GENERAL CONDITIONS

1. The move date (is or has not been determined at this time).
2. The displacee will provide personnel to be present at the replacement site to direct the placement of relocated items.
3. The replacement site is located at INSERT REPLACEMENT LOCATION.
4. Movers must attend a meeting and walk-through of the displaced location on INSERT DATE AND TIME. Additional information will be discussed at that time. Interested bidders should meet at the business site INSERT DISPLACEMENT FULL ADDRESS. After a brief meeting you will be given a tour of the building and personal property items to be moved. If questions cannot be answered during the walk-through, I will document your concerns and forward my response to all interested parties.
5. The bid must reflect a total move package. The Mover shall be responsible for any disassembly, packing, protecting, transportation, unpacking, placement, and assembly of all personal property, including employee offices, workstations, desks, bookcases, personal items, etc., and for coordinating with any subcontractor as it relates to the movement of the personal property.
6. Any shelving, cabinets, counters that are affixed to walls or floor will not be relocated by the Mover.
7. The Mover shall provide adequate coverage so the Owner will not incur any expense in the event of damage. This coverage may be by bond or replacement value insurance to cover any and all damage which could be sustained to all items being relocated and installed.

Property value determined by Owner: \$ INSERT AMOUNT.

8. Mover shall hold Owners harmless and shall be responsible for any damages, paying for any damages, and coordinating and settling of any damages made by Mover's forces to the displacement facilities or the replacement facilities. The Mover shall be responsible for

notifying the Owners as soon as possible of any damages made to the facilities or to any of the items relocated. The Mover shall be responsible for paying, repairing, coordination and settlement of any damages to the Owner's personal property within the limits of the Mover's insurance requirements. The Owners reserve the right to contract separately for the repair or replacement of any item damaged in relocation.

9. Payment for the work by the Movers shall be made by INSERT PAYMENT MADE BY.. After the Mover's invoice has been submitted to the city/county, Attn: INSERT NAME AND FULL ADDRESS, provided the work has been completed to date and in full satisfaction of the Owner.
10. The Mover will ensure that all floors, walls, doorjambs, and furniture that require protection shall be appropriately protected before movement commences.
11. The Mover will provide sufficient boxes, labels, and tape for packing personal belongings.
12. Your proposal should reflect all cleanup and disposal costs. Site cleanup shall include removal of any unusable physical material identified by Owners at the displaced location.
13. The City/County is contracting for these bids. The Mover is requested not to discuss the amount of the bids with the Owners until after the acceptable bid has been determined. However, you are welcome to discuss any aspect of the move with the Owners in order to prepare the bid.
14. The city/county reserves the right to reject any or all bids, and reserves the right not to accept the bid having the lowest amount if, in the opinion of the city/county, the bid is not acceptable. The Mover shall be licensed to do business as a Mover in the State of Washington.
15. The following personal property items are being omitted from this bid request and should not be reflected in your bid amount if necessary, (i.e. computer system, phone system, vendor owned machines).

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PROPOSAL

1. It is expected the movers will be within the local area. Your bid should assume that the distance from the displaced location to the replacement site is within INSERT NUMBER OF MILES.
2. Your proposal shall be based on the inventory present on the date of the walk-through. Any changes in inventory at the time of the relocation will be negotiated with the successful Mover.
3. Each bid received should contain the following criteria:
 - Breakdown of estimate, including # of personnel, # of personnel hours, # of days, # of vehicles, # of vehicle hours needed for each phase of the move plus the cost of materials
 - Break out of any 3rd party or additional charges
 - Cost to move employee personal effects, i.e., photos, plants, knickknacks, etc.
 - *Separate line cost for potential loss of tangibles/substitute personal property*
 - Separate line cost for any cleanup that you estimate may be necessary
 - Separate line cost for replacement value insurance
 - Total Amount of Estimate
4. If bid is awarded, we will request that you provide copies of your company's insurance and permit documentation.

Due

Proposals are due by INSERT TIME AM/PM on INSERT FULL DATE. Moving bids submitted after the deadline may not be accepted and billings may not be honored.

Submittal

Submit proposals to: (fax with hard copy to follow within three working days is acceptable)

Insert Specialist's Name

City/County

Insert Full Address

Phone: insert specialist's phone number

Fax: insert specialist's fax number

E-mail: insert specialist's e-mail address